Introduction to DPAS Table of Contents

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What Is DPAS?

DPAS is a Windows based system that uses a Client/Server Graphical User Interface (GUI). Users are required to have a personal computer operating Windows (Windows 95, NT, etc.). The GUI provides a Multiple Document Interface, which allows a user to move from one process to another without exiting from current process.

DPAS provides on-line capability to support all functions that are associated with property accountability and equipment management. A small portion of the system functions is accomplished by batch processing of interface transactions or processing of summary report data. DPAS is an independent operation and does not require support from other systems for processing data. It can be used as a stand-alone property management system that provides general ledger control and depreciation schedule information to accounting systems, as well as documenting the physical control of installation equipment.

The system contains mandatory and optional modules available through a variety of toolbars containing buttons that will apply a command with one click of the mouse. The primary system functions include all actions associated with property management, accounting, equipment utilization, and preventive maintenance schedules.

The system provides the accountable officer with the capability to update item authorizations, cataloging actions, accountable record processing (e.g., receipts, turn-in, and inventory tracking/status), accounting depreciation data, serial number tracking, component visibility, and an automated document register. All input data is validated on-line prior to updating the database.

DPAS offers four different methods of managing equipment:

> **Serial**   one item, one record.
> **Bulk**   multiple items, one record.
> **System**   group related items.
> **Kit**   components of sets or outfits.

The system provides the equipment manager or responsible officer the ability to manage all actions associated with maintenance and equipment utilization. Work orders are automatically generated. The user can create and print trip tickets for all mobile equipment.

Warranty information for equipment is tracked.

DoDEquipment management data includes statistics developed for under and over utilized equipment and parts and repair costs for equipment maintenance. Data is also provided to support oil analysis programs.

Benefits of DPAS

- ➢ Regulatory financial and physical reporting of property, FMFIA and CFO compliance
- ➢ Integration of financial and property data
- ➢ Eliminate redundant systems and costs
- ➢ System interfaces to DoD migratory accounting systems
- ➢ Asset visibility and redistribution

CAPABILITIES: INVENTORY MANAGEMENT & FINANCIAL REPORTING

- ➢ Catalog of assets (serial & bulk)
- ➢ Supply interface capabilities
- ➢ Authorization tracking
- ➢ Automated Document Register
- ➢ Component visibility & tracking
- ➢ Hand Receipt & Sub Hand Receipt Holder capabilities
- ➢ Management of warranty/service/lease information
- ➢ Complies with DoD financial regulations.

    History is maintained on most transactions.

CAPABILITIES: EQUIPMENT TRACKING

- ➢ Automated build of skeleton maintenance record
- ➢ Automated preventive maintenance scheduling
- ➢ Complete utilization reporting
- ➢ System-generated work orders & trip tickets
- ➢ Maintenance/breakdown/repair hours tracking
- ➢ Historical maintenance/utilization data

CAPABILITIES: REPORTING

- ➢ Over 100 pre-formatted reports available in DPAS
- ➢ *Eureka* Report Designer included with DPAS allows the user to create customized reports

DPAS Course Goals and Objectives

The DPAS manual is extensive, covering everything available for use in the DPAS system. However, depending on your Activity/Agency, you may or may not cover all aspects of the system. Below are the overall *minimal* course objectives of the DPAS course.

Our goal is not to make DPAS experts, but rather to ensure that the student comprehends and demonstrates mastery of the basic user functions covered in Phase One of the DPAS training course.

- ❑ By the end of training, the user needs to be able to print out a Hand Receipt, and demonstrate understanding of how to:

  - add to;
  - designate as excess; and
  - delete items from the Hand Receipt.

- ❑ This includes using not only the Hand Receipt module, but also performing actions in all other modules required to satisfy DoD agency-specific DPAS use, which may or may not include:

  - adding to or querying the Catalog;
  - adding Authorizations;
  - generating appropriate document numbers in the Document Register module;
  - processing transactions in the Hand Receipt, i.e., property book, itself; and
  - activating capital assets for depreciation.

Interfaces

DPAS has the ability to interface with several external systems. These interfaces allow DPAS to receive data, provide data, or communicate interactively depending on the system interface.

Catalog Interfaces:

DPAS contains interfaces with the following sources of asset catalog information:

- SB-700-20
- FEDLOG
- AMDF

Army Unique Item Tracking (UIT) Interface:

DPAS supports a one way interface for UIT reconciliation through CBS-X.

Accounting Interfaces:

DPAS supports interfaces with a number of accounting systems, including:

- SIFS
- IFAS
- e-Biz
- LMP
- DBMS
- WAAS
- DWAS

Real Property Interfaces:

DPAS supports interfaces with a number of Real Property systems, including:

- IFS
- PRIDE

Excess Interface:

DPAS provides a means for excess assets to be reported electronically to the DRMS Automated Information System (DAISY).

Supply Interfaces:

DPAS will interface with the following supply support systems:

• AMCISS	US Army Materiel Command	• DMLLS	Various DoD Agencies. This is a one way interface
• SARSS-O	US Army	• DAAS	Various DoD Agencies. This is a one way interface
• BOSS	Various DoD Agencies. This is a one way interface	• CORAS	DISA Westhem

Logging Into DPAS For The First Time

INTRODUCTION

This process shows you how to log into DPAS for the very first time.

PREREQUISITES

The Property Book Officer (PBO)/Responsible Property Manager must submit a copy of the DD Form 2875 (Security Access Account Request (SAAR)) for each user of DPAS. The form must be submitted to:

- For Navy users, submit to the Navy-DPAS Support Team, Norfolk, VA.
- For Marine Corps users, submit to the Marine Corps Help Desk, Washington, DC.
- For all other users, submit to DECC-O, Ogden, UT.

You will need a **USER ID**, **PASSWORD**, and a **SITE ID** to access DPAS.

STEPS TO PERFORM ACTION
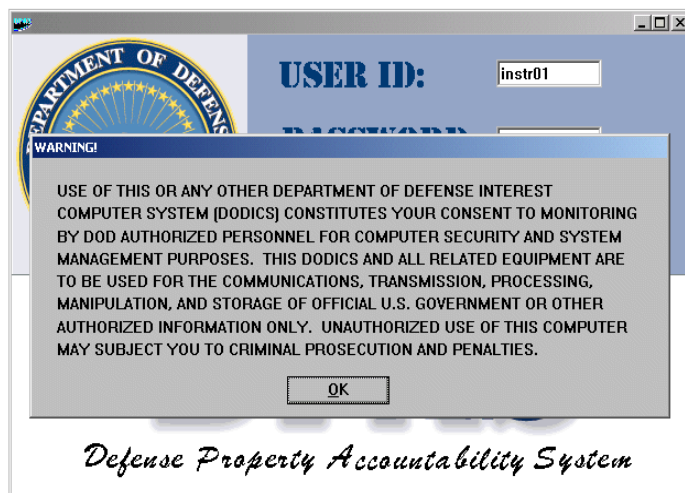
STEP 1:

a. Double-click your DPAS icon on your desktop.
b. Click **OK** or press **Enter** on your key-board.

5
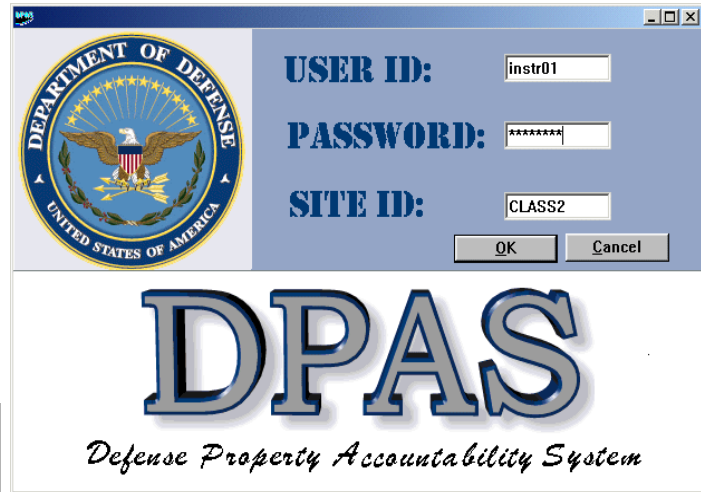
STEP 2:

a. **USER ID:** Enter your assigned DPAS login id.
b. **PASSWORD:** Enter the *temporary* password that was assigned to you.
c. **SITE ID:** Enter the name of your database (for example, AT-JACK1, NC-CNET, DF-COL, etc.)
d. Click **OK** or press **Enter** on your keyboard.

NOTE:
Remember that your user-id and password are unique to you and must be kept confidential.

STEP 3:
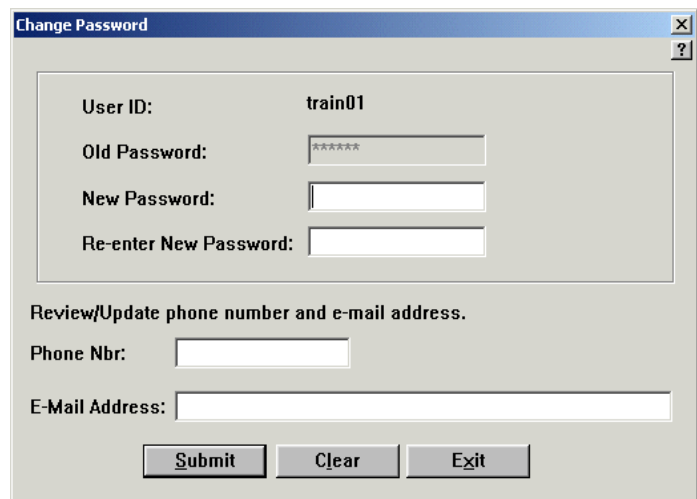
• Click **OK**.

STEP 4:

a. **New Password:** Enter your new password (see Password Restrictions).
b. **Re-enter New Password:** Re-enter your new password.
c. **Phone Nbr:** Enter your phone number if not displayed (or change if number is incorrect).
d. **E-Mail Address:** Enter your e-mail address if not displayed (or change if address is incorrect).
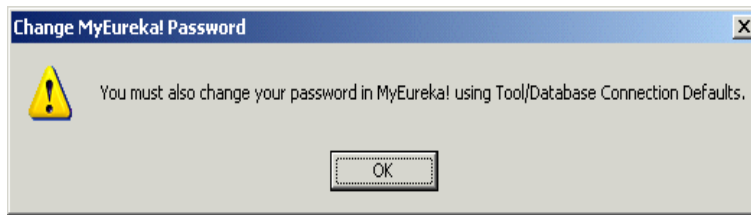e. Click **Submit**.

The Transaction Processed dialog box is displayed.

f. Click **OK**.

The following dialog box is displayed:

g. Click **OK**.

PASSWORD RESTRICTIONS:

- ❑ The new password must have a minimum of 8 and a maximum of 12 alphanumeric characters.
- ❑ Must contain two of the following three: a Capital letter, a Numeric, or Special Character such as: @, #, $, or an underscore.
- ❑ The first position **CANNOT** be an underscore.
- ❑ Cannot be any part of the user's name, telephone number, or user ID (the password cannot "sound like" a person's name)
- ❑ Cannot contain consecutively repeating characters (i.e., "carrol" is incorrect since it has consecutive small "r"s).
- ❑ Must be unique as compared to the last ten password assignments.
- ❑ Must be changed every 90 days.
- ❑ Cannot be changed more than one time in a five-day period.

NOTE:
Passwords are **CASE SENSITIVE**, therefore, a user can include a capital letter (example: Diet_7up).
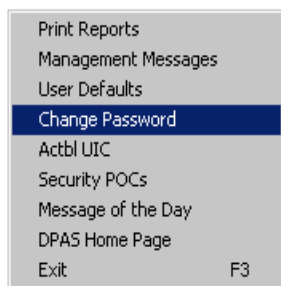
Changing Your Password

INTRODUCTION

This process will show you the procedures used to change your password in DPAS.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Change Password**.

Print Reports
Management Messages
User Defaults
Change Password
Actbl UIC
Security POCs
Message of the Day
DPAS Home Page
Exit   F3

Change Password

User ID:

Old Password:

New Password:

Re-enter New Password:

Review/Update phone number and e-mail address.

Phone Nbr:
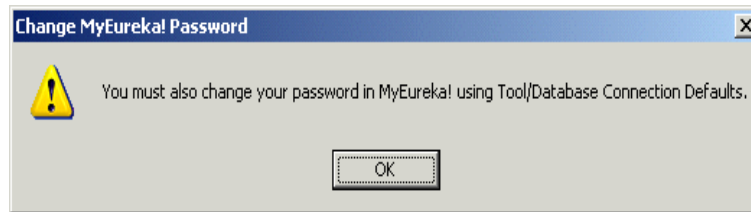
E-Mail Address:

Submit   Clear   Exit

STEP:

a. **Old Password:** Enter your *old* DPAS password.
b. **New Password:** Enter your new password (see **Logging Into DPAS For The First Time** for password restrictions).
c. **Re-enter New Password:** Re-enter your new password.
d. **Phone Nbr:** Enter your phone number if not displayed (or change if number is incorrect).
e. **E-Mail Address:** Enter your e-mail address if not displayed (or change if address is incorrect).

f. Click **Submit**.

The Transaction Processed dialog box is displayed.

g. Click **OK**.

The following dialog box is displayed:

Change MyEureka! Password

You must also change your password in MyEureka! using Tool/Database Connection Defaults.

OK

h. Click **OK**.

Refer to **Changing Your *Eureka* Password** for steps to change your password in the *Eureka* tool.

Changing Your *Eureka* Password
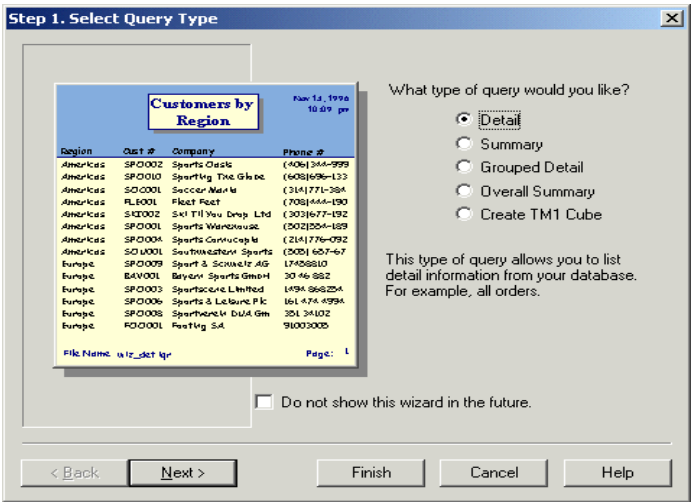
INTRODUCTION

This process will show you the procedures used to change your password in *Eureka!* You will also need to use this process when you change your DPAS password.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
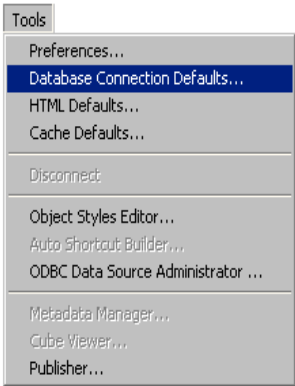2. Select **Eureka** from the program group.

STEP 1:

- If you get this wizard screen, click **Finish**; otherwise, proceed to the next step.

STEP 2:

a. From the menu bar, select **Tools**.
b. Select **Database Connection Defaults** from the program group.

STEP 3:

a. **Data Source:** Make sure that your DPAS database name (SITE ID) is displayed.

b. **Login ID:** Make sure that your DPAS user ID is displayed.

c. **Password:** Enter your **NEW** DPAS password.

d. **Server Name:** Leave this field blank.

e. **Database Name:** Leave this field blank.

f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.

g. **Default Metadata File:** Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally: **C:\Program Files\DOD\DPAS\DPAS.iqk**.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

h. **Server Name:** Leave this field blank.
i. **Host Name:** Leave this field blank.
j. Click **OK**.
k. Exit to the DPAS Main Menu.